

FRESNO, CALIFORNIA

CLASS SPECIFICATION

SENIOR WATER SYSTEMS TELEMETRY & DISTRIBUTED CONTROL SPECIALIST

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Senior Water Systems Telemetry & Distributed Control Specialist is the third level in a three level Utilities Telemetry Systems series. Incumbents are responsible for serving as a lead worker and for performing complex assignments in the administration, maintenance, and operation of computerized distributed control, telemetry, SCADA, and other computerized network systems that require extensive technical knowledge, initiative, discretion, and judgment.

Incumbents in the classification will be required to be on standby duty on a rotating basis to respond to emergencies.

The Senior Water Systems Telemetry & Distributed Control Specialist is distinguished from the Water Systems Telemetry & Distributed Control Specialist by its responsibility for serving as a lead worker to other employees, and has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|--|-------------------|
| 1. | Makes work assignments, oversees the work of other staff, trains, prepares reports, and performs administrative tasks in the absence of the supervisor. | Daily
10% |
| 2. | Installs, configures, maintains, and troubleshoots workstation problems related to hardware and software. | Daily
10 - 20% |
| 3. | Programs various PLCs, including Modicon, GE, and Allen Bradley equipment. | Daily
0 - 25% |
| 4. | Performs a variety of administrative tasks in support of division operations, which may include: coordinating telephone and radio changes, upgrades, and repairs; installing and configuring various software applications; planning for future distributed control and network expansions; installing, maintaining, distributing, and configuring proximity badge access systems; assigning work orders; and/or, performing other related activities. | Daily
10 - 25% |
| 5. | Designs, installs, configures, operates and maintains HMI application software, such as Factory Link and RSVIEW32. | Daily
10 - 25% |
| 6. | Installs, configures, and maintains applicable computer servers, switches, and routers. | Weekly
5 - 25% |

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SPECIALIST**

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Installs, configures, and maintains applicable databases such as Oracle and SQL.	Daily 5 – 10%
8.	Monitors and maintains hardware and software inventory and notifies appropriate internal staff of replenishment and/or replacement needs.	Daily 5%
9.	Designs, installs, and maintains radio telemetry systems.	Weekly 5 – 10%
10.	Designs, installs, and maintains distributed control systems.	Monthly 5 – 10%
11.	Designs, installs, configures, and maintains CCTV system and associated servers.	Monthly 5 – 10%
12.	Installs, maintains, and configures applicable networks, including Control Net, Modbus, Modbus TCP, Modbus Plus, and programmable logic controllers (PLCs).	Monthly 5%
13.	Designs, installs, maintains, and configures network infrastructures and applications.	Monthly 5%
14.	Orders and maintains inventory for a variety of supplies and equipment; prepares purchase orders; and assists in budget planning related to IT planning.	Daily 5%
15.	Coordinates and oversees special projects.	Monthly 10%
16.	Documentation of systems, services, SCADA, distributed control, and security.	Monthly 5 – 10%
17.	Monitors network services, systems, and security.	Daily 5 – 10%
18.	Conducts presentations and end-user training.	As Required
19.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Two years of experience as a Water Systems Telemetry and Distributed Control Specialist with the City of Fresno or a Bachelor's Degree in Computer Science, Engineering, Water Science, or related field and two years of increasingly responsible experience in LAN administration, computer programming, SCADA/Telemetry system management, distributed control systems, or Process Control Instrumentation are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License
- MCSA or MCSE certification is desirable;
- CCNA or CCNP certification is desirable;
- OCP certification is desirable.

Positions in the Water Division will require a State of California Water Distribution D-2 Certification within 18 months of appointment.

Knowledge (position requirements at entry):

Knowledge of:

- Prioritizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Using computers and applicable software applications
- Hardware and software debugging
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Programming and maintaining PLCs, associated hardware, and network systems
- Designing, implementing, and maintaining database environments and associated tools and services
- Implementing configuration changes to applicable switches and routers

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Skills (position requirements at entry):

Skill in:

- Prioritizing and assigning work;
- Training employees in proper work methods;
- Using a computer and related software applications;
- Hardware and software debugging;
- Preparing clear, concise, and comprehensive reports, records, correspondence, and other written documents;
- Programming and maintaining PLCs, associated hardware, and network systems;
- Installing and configuring server services;
- Implementing configuration changes to applicable switches and routers;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008